Facilities Manager

The City of Bryant is accepting applications for **Facilities Manager**. Starting annual salary range $54,978-$68,722, commensurate with experience. Great medical and retirement benefits package included! Applications may be completed online at www.cityofbryant.com or picked up at the Human Resources Department at 210 S.W. 3rd Street, Bryant, AR 72022. A City application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., May 8, 2022 or until filled. The City of Bryant is an Equal Opportunity Employer.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts the City's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential. These include, but are not limited to: attendance, getting along and communicating well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible or as required by applicable law.

GENERAL DESCRIPTION OF POSITION

Provides management and oversight for the City's buildings and property maintenance. Ensures that all buildings and property are in good working order through periodic inspections and work order requests from the Mayor and other department heads or their designated representative; initiates necessary actions, plans and schedules for routine maintenance, renovations and any new construction which can be accomplished internally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan and schedule routine maintenance and establish work priorities for a variety of city facilities.

2. Manage contract services for facilities and grounds (pest control, lawn/landscaping, janitorial) to include ensuring quality and timeliness of services rendered.

3. Maintain knowledge of all City buildings, heat and air systems, plumbing, and electrical systems.

4. Work with department leadership to develop long-term preventative maintenance plans and asset management systems for city facilities.

5. Analyze utility bills annually for savings and efficiencies. Present findings to appropriate department heads for budgeting purposes.

6. Receive and respond to requests for repairs or other maintenance items. Initiate work orders through work order tracking system. Complete bid specifications for jobs as needed.

7. Track and receive on purchase orders to ensure timely payment on invoices.

8. Provides designs and estimates materials and costs for remodeling, alterations, and installation projects in various facilities.

9. Create and maintain maintenance material and equipment inventories as needed.

10. Perform both minor and complex repairs and maintenance tasks in various facilities.

11. Responsible for the management of maintenance duties such as painting, carpentry, masonry, and general upkeep involving structures, equipment, furnishings, floor covering, acoustical ceilings, plumbing, heating and air conditioning, electrical, and related systems.

12. Manage and track maintenance projects to ensure the timely and effective completion.

13. Ensure that all safety standards, regulations and proper permitting/inspections are adhered to.

14. Maintain appropriate skill level in the operation of hand and power tools.

15. Ability to read and interpret blueprints and sketches.

16. Ability to work in a constant state of alertness and in a safe manner as required in a safety sensitive position.

17. Perform any other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 7 years related experience and/or training, and 4 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS
Ability to write reports, business correspondence, and policy/procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS
Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Valid Class "D" driver's license. Ability to obtain CJIS certificate and remain compliant.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
IFMA Certified Facility Manager preferred, ICC Building Inspectors License - Commercial, State HVAC Inspectors License, State Plumbing Inspectors license, State Electric Inspectors license preferred.

SOFTWARE SKILLS REQUIRED
Intermediate: Database, Spreadsheet
Basic: 10-Key, Presentation/PowerPoint, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED
Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND
Highly intense mental demand. Continual involvement with strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

RESPONSIBILITY FOR WORK OF OTHERS
Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
Regularly responsible for funds, building premises, inventory, or other property owned or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from $50,000,000 to $100,000,000.

ACCURACY
Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT
Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT
The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from $100,000 to $1mm.

IMPACT ON END RESULTS
Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT
Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT
Continuous contacts frequently involving difficult negotiations which require a well-developed

sense of strategy and timing. Involves contacts with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS
Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to work near moving mechanical parts, outdoor weather conditions, wet or humid conditions; and occasionally exposed to work in high, precarious places, fumes or airborne particles, risk of electrical shock, vibration. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES
The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear; frequently required to stand, walk, sit, stoop, kneel, crouch, or crawl; and occasionally required to climb or balance. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION
Not indicated.